



Foreign Affairs Manual

VOLUME 2 – General

Change Transmittal: GEN-408

Date: 05-30-2013

2 FAM 420 OPENING A POST

Changes

1. This Change Transmittal issues updates to 2 FAM 420, OPENING A POST.
 - a. In order to add the section 2 FAM 423, 2 FAM 420 is renamed, "Opening a Post."
 - b. Following the recommendations of the Administrative Review Board on the Benghazi attach, 2 FAM 423, Opening or Reopening a Critical Threat or High Risk, High Threat Post is created as a new section.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is M/PRI. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 2 FAM 420 (CT:GEN-389; 02-28-2012) and insert the new 2 FAM 420 (CT:GEN-408; 05-30-2013).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for the appropriate CT, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.